

# Memorandum

To: Honorable Mayor William Samaras and Members of the Lowell School Committee  
From: Dr. Joel D. Boyd, Superintendent of Schools  
Date: August 9, 2019  
RE: **FY20 Budget Adjustment – Setting the Stage for Long-Term Improvement**

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On July 22, the legislature approved the final FY20 state budget, which included an increase to Lowell Public Schools' Chapter 70 aid. As a result, the district's total operational revenue will increase from the original forecast of \$188,908,028 to an actual allocation of \$192,528,145. This memo and attached documentation outline my recommended use of the additional \$3,620,117 based on a comprehensive analysis of our district's immediate needs as we set the stage for long-term, sustainable improvement for our 14,548 students.

An affirmative vote on this action item will:

1. Fully fund the previously approved budget decisions made by the School Committee during the last budget session and account for additional unexpected costs required of the district since that meeting, and
2. Make optimal use of all remaining funds through strategic investments aligned with our district-wide goals for SY2019-2020, including restoring critical resources that were previously eliminated during the past two budget cycles.

As shown in attachment 1, the various expenditures contained within this recommendation are inter-related by design with overlapping strategies to ensure a fully coordinated and efficient use of resources. While the cost of each line item is shown on attachment 2 as a means for providing full transparency to the community, the **recommended action is approval of the full lump sum budget adjustment** along with all related items within this packet.

## **Previously Unfunded Expenditures**

During the May 16, 2019 public budget session, the LPS FY20 budget was adopted by a School Committee vote of 7-0 prior to the legislature's final Chapter 70 determination, with an understanding that an increase in state aid beyond the district's initial revenue projection was likely. As discussed publicly during that meeting, to avoid any unnecessary cuts which would further deplete the district's already depleted staff and services, the May 16 adopted budget was balanced using methods that were reliant on a significant increase in Chapter 70 funding in order to effectively balance all of the approved expenditures with actual revenue during the fiscal year. A full line item breakdown of previously approved excess costs - totaling \$570,000 - can be found on attachment 2.

Since the May 16 School Committee vote, the district was also required to account for an unexpected additional annual cost of \$250,000 from the City for water and sewage, and incurred additional incremental costs for insurance and lease adjustments totaling \$5,560. For this fiscal year, these costs can be partially offset by a \$216,971 savings from retirees who are leaving the system, resulting in an additional net cost of \$38,589 to the FY20 budget.

The recommended budget adjustment accounts for the full \$608,589 in previously unfunded expenditures and provides for a balanced FY20 budget following standard accounting methods.

## **Strategic and Aligned Investments for SY2019-2020**

Following a final cost analysis of all previously unfunded expenditures, \$3,011,531 of unencumbered revenue remains available in the district's FY20 budget. Attachment 1 provides a visual of the recommended use of these funds, based on a full analysis of the district's current resource needs.

Over the course of this coming academic year, I am looking forward to working collaboratively with our entire community to develop long-term goals and strategies to inform future resource decisions and drive educational outcomes. As we prepare for that comprehensive strategic planning process, it's important for us to keep in mind that while many of our students are achieving at extraordinary levels and LPS continues to generate incredible

results for many children, there are significant and persistent achievement and opportunity gaps across Lowell's diverse schools. Some students in LPS have the opportunity to attend schools which are among the highest performing in the state while others are required to attend schools that are among the lowest. I am proud that our community has identified closing these gaps – which largely follow racial, linguistic and economic lines – as being our district's top priority.

This current increase in state aid provides us with a meaningful opportunity to think differently about how we provide core services to our schools and broader community, so we can truly deliver on the inherent promise we make to each family who enrolls in our public schools by providing a high quality education to every child.

To achieve immediate enhancements in district-wide services while also setting the stage for long-term, sustainable improvement, this recommended budget adjustment focuses on four key areas:

- Improving academics and student achievement at every school site, including targeted and intensive support for chronically underperforming schools;
- Improving operational efficiency across the system, including increased equity and transparency in district-wide budgeting and school-based resource allocations;
- Ensuring that every school is safe and welcoming to every student and every family, including the development of proactive security readiness protocols at every school site; and
- Increasing community engagement and empowering families as partners in the educational process, including improved access to school-based information for families of linguistically diverse backgrounds.

An affirmative vote on this action item will position the district to achieve important progress in each of these areas through both restoring critical resources that were cut during the past two budget cycles and making incremental investments in newly identified resource needs. Attachment 2 provides a detailed breakdown of the costs associated with this recommendation.

#### **Recommended Action**

To accelerate our efforts to create the best schools in the Commonwealth for the children of Lowell, I am recommending that the School Committee approve the full lump sum budget adjustment for FY20 as presented in this memo along with all related items within this packet, including:

1. Approval of an adjustment of the total budget from \$188,908,028 to \$192,528,145, including all recommended expenditures as written in attachments 1 and 2; and
2. Approval of all relevant position additions as per Policy GCA, including associated job descriptions as written in attachments 3 through 13.

#### **Attachments**

1. SY2019-2020 Goals and Resource Needs
2. FY20 Budget Adjustment Balance Sheet
3. Job Description – Director of Secondary Education
4. Job Description – Director of Research and Accountability
5. Job Description – Academic Coach, Renaissance Network
6. Job Description – School Climate Specialist, Renaissance Network
7. Job Description – Part-time Early Learning Coordinator
8. Job Description – Human Relations Assistant
9. Job Description – Deputy Chief Financial Officer
10. Job Description – Facilities Area Manager
11. Job Description – Bilingual Family Liaison
12. Job Description – Community Outreach Strategist
13. Job Description – Assistant Director of Human Resources

## ATTACHMENT 1

### LOWELL PUBLIC SCHOOLS *Equity. Excellence. Empowerment.*

#### ***Our Core Beliefs***

1. A high quality education is a fundamental civil right of every child in our schools.
2. Teaching and learning are at the core of our work. Everything we do must support what happens in the classroom.
3. Parents are our partners. They are our students' first teachers in the home.
4. There is no silver bullet to improving our schools. Sustainable school improvement requires hard and steady work over time.
5. Every adult in the system is accountable for the success of our students. Putting every child on a path to college and career success is the responsibility of the entire community.

#### ***Our Fundamental Commitments***

1. Eliminate the racial, ethnic and linguistic achievement and opportunity gaps among all students.
2. Provide equitable funding and resources among the district's diverse schools.
3. Engage all families with courtesy, dignity, respect and cultural understanding.

#### ***Our Theory of Action: Creating a pathway from the cradle to career success for every child***

If we:

- Expand early learning opportunities from birth to age 5, through a coordination of services with community partners, ensuring that every child in Lowell is academically, emotionally and socially ready for kindergarten on Day 1;
- Increase access for all students to high performing seats through the continuous improvement of all schools, including an expansion of high demand programs and an intensive focus on turning around historically underperforming schools;
- Align the curriculum and secondary school programs with the expectations of colleges and the requirements of the future workforce; and
- Leverage the richness of Lowell's diversity by focusing all of our work on our fundamental commitment to equity,

Then:

- We can truly deliver on the inherent promise we make to each family who enrolls in our public schools by providing a high quality education to every child, and
- Ensure that all students – regardless of race, ethnicity, linguistic background or family income - graduate from high school ready to enter the college or career of his or her choice.

#### **Year 1: Setting the stage for long-term, sustainable improvement**

Goal	Strategy	New Initiative	Additional Resource Needs
<b>Improve academics and student achievement; making good teaching happen for every child in every classroom</b>	Increase the rigor and relevance of the secondary school experience for all students	Secondary School Reform – Year 1 analysis and design (incl. Early College pathway development)	Director of Secondary Education (1 FTE – restore, re-title and realign LHS Director of C&I)
	Increase capacity and agency at all school sites with targeted support for underperforming schools	Differentiated Autonomy	Principal Mentors (restore stipends for 3 current principals)
		Renaissance Network	Dir. of Research & Accountability (1 FTE – restore, re-title and realign Director of Accountability and Improvement) Database and Systems Administrator (1 FTE – restored position)

# ATTACHMENT 1

			Asst. Dir. of Special Education (1 FTE – restore position) Academic Coaches (3 FTE – new positions) School Climate Specialist (1 FTE – restore, re-title and realign Alternative Coordinator)
		Site-based Budgeting	Restore school-based resources; proportional allocation of dollars to site budgets
	Increase district-wide access to high quality early learning experiences	Universal PreK – Feasibility Study	Part-time Early Learning Coordinator (remove school leader role from current Director job description to add new strategic responsibilities)
	Improve recruitment of instructional and non-instructional staff to establish a workforce that better reflects the demographics of LPS' student population	Diversity Hiring Plan	Asst. Dir. of HR (1 FTE – restore position) Human Relations Asst. (1 FTE – new position) *both positions recommended within 2018 HR audit
	Develop community-vetted, long-term goals and strategies to inform future resource decisions and drive educational outcomes	5-yr Strategic Plan	External facilitation of community-wide forums and focus groups to gather input and synthesize ideas (contracted consultant)
<b>Improve operational efficiency across the system</b>	Increase equity and transparency in district-wide budgeting and school-based resource allocations	Fair Student Funding	Deputy CFO (1 FTE - restore and re-title Asst. Business Manager)
			External analysis and support to migrate the school resource allocation formula from personnel-based to student-based (contracted consultant)
<b>Ensure that every school is safe and welcoming to every student and every family, every day</b>	Develop proactive security readiness protocols at every school	School Safety Audits	Emergency Management Coordinator (1 FTE – shift from student support specialist)
	Improve the condition, appearance and maintenance of all school sites	Facilities Master Plan	Facility Area Managers (2 FTE – new positions)
	Increase access to school-based information for families of linguistically diverse backgrounds	Communication and Outreach Plan	Bilingual Parent Liaisons** (5 FTE – restored positions)
<b>Increase community engagement and empower families as partners in the educational process</b>	Increase community awareness of districtwide programs and resources		Expand scope of contracted translation and interpretation services
	Increase participation in school-site councils		Community Outreach Coordinator (1 FTE – new position)
		Site-based Budgeting/ Fair Student Funding	Restore Bilingual Family Liaisons **

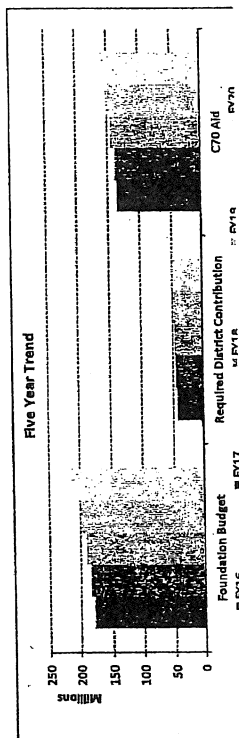


Massachusetts Department of Elementary and Secondary Education  
FY20 Chapter 70 Summary

## 160 Lowell

### Aid Calculation FY20

<u>Aid Calculation FY20</u>	FY19	FY20	Change	Pct Chg
Prior Year Aid				
1 Chapter 70 FY19	150,935,483	16,184	169	1.04%
Foundation Aid				
2 Foundation budget FY20	212,748,264	15,353	1,411,935	7.27%
3 Required district contribution FY20	49,724,317	212,748,264	2,323,472	4.90%
4 Foundation aid (2 - 3)	163,023,947	47,400,845	12,088,464	8.01%
5 Increase over FY19 (4 - 1)	12,088,464	150,935,483	14,411,936	7.27%
		198,336,328		
		Required net school spending (NSS)		
		Target aid share	73.98%	
		C70 % of foundation	76.63%	
		Required NSS % of foundation	100.00%	



### Non-Operating District Reduction to Foundation

## 7 Reduction to foundation

Additional Aid Increment

### 8 Hold harmless to FY20 House budget

FY20 Chapter 70 Aid

9 Sum of line 1, 5, 6, 8 minus 7

**Funding Updates**  
As of 8/8/19

	May 2019	August 2019	Change
Chapter 70	\$ 158,632,652.00	\$ 163,023,947.00	\$ 4,391,295.00
City Cash	\$ 15,736,053.00	\$ 15,736,053.00	\$ -
Expected City Increase to Req Min Contribution	\$ 2,060,163.00	\$ 623,145.00	\$ (1,437,018.00)
	\$ 176,428,868.00	\$ 179,383,145.00	\$ 2,954,277.00
Estimated Grant Revenue (salaries covered by grants)	\$ 8,479,160.00	\$ 8,995,000.00	\$ 515,840.00
Estimated Offsets/Reimbursements (CB and FS)	\$ 4,000,000.00	\$ 4,150,000.00	\$ 150,000.00
	\$ 12,479,160.00	\$ 13,145,000.00	\$ 665,840.00
Total Revenue Estimated	\$ 188,908,028.00	\$ 192,528,145.00	\$ 3,620,117.00
Total Budgeted Expenses	\$ 188,908,028.00	\$ 188,908,028.00	\$ -
To Balance	\$ -	\$ 3,620,117.00	\$ 3,620,117.00

## Attachment 2

### Funding Updates As of 8/8/19

	May 2019	August 2019	Change
Chapter 70	\$ 158,632,652.00	\$ 163,023,947.00	\$ 4,391,295.00
City Cash	\$ 15,736,053.00	\$ 15,736,053.00	\$ -
Expected City Increase to Req Min Contribution	\$ 2,060,163.00	\$ 623,145.00	\$ (1,437,018.00)
	\$ 176,428,868.00	\$ 179,383,145.00	\$ 2,954,277.00
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Total Revenue Estimated	\$ 188,908,028.00	\$ 192,528,145.00	\$ 3,620,117.00
Total Budgeted Expenses	\$ 188,908,028.00	\$ 188,908,028.00	\$ -
To Balance	\$ -	\$ 3,620,117.00	\$ 3,620,117.00

### Alignment of Strategic Goals with Cost of Additional Resources Needed

Starting Available Balance	\$ 3,620,117.00
<b>Less: Initial Adjustments</b>	
Student Accident Insurance Adjustment	\$ (1,000.00)
Lease Adjustment	\$ (4,560.00)
Water Bills	\$ (250,000.00)
Retirement Savings	\$ 216,971.00
	\$ (38,589.00)
Increase to Transportation (per 5/16/19 minutes)	\$ (570,000.00)
	\$ (608,589.00)
Remaining Available Balance	\$ 3,011,528.00

Explanation of \$1,379,767:	
	\$ 4,391,295.00
City Cash Adjustment	\$ (1,437,018.00)
Additional Grant Revenue	\$ 515,840.00
Additional CB Reimb	\$ 150,000.00
Adjustments	\$ (608,589.00)
	\$ (1,379,767.00)
	\$ 3,011,528.00

### Highest End of Range Fringe (20% estimate) Total Cost

#### Goal: Improve Academics and Student Achievement

Director of Secondary Education	\$ (120,000.00)	\$ (24,000.00)	\$ (144,000.00)
Principal Mentors (3)	\$ (10,800.00)	\$ -	\$ (10,800.00)
Director of Research & Accountability	\$ (120,000.00)	\$ (24,000.00)	\$ (144,000.00)
Database and Systems Administrator	\$ (85,000.00)	\$ (17,000.00)	\$ (102,000.00)
Assistant Director of Special Ed	\$ (102,500.00)	\$ (20,500.00)	\$ (123,000.00)
Academic Coaches (3)	\$ (270,000.00)	\$ (54,000.00)	\$ - grant funded
School Climate Specialist	\$ (80,000.00)	\$ (16,000.00)	\$ (96,000.00)
Restore School Based Resources	\$ (1,263,728.00)	\$ -	\$ (1,263,728.00)
PT Early Learning Coordinator	\$ (55,000.00)	\$ (11,000.00)	\$ (66,000.00)
	\$ (2,107,028.00)	\$ (166,500.00)	\$ (1,949,528.00)

#### Goal: Improve Operational Efficiency

Assistant Director of HR	\$ (90,000.00)	\$ (18,000.00)	\$ (108,000.00)
Human Relations Assistant	\$ (70,000.00)	\$ (14,000.00)	\$ (84,000.00)
Facilitation of 5 Year Strategic Plan	\$ (50,000.00)	\$ -	\$ (50,000.00)
Deputy CFO	\$ (130,000.00)	\$ (26,000.00)	\$ (156,000.00)
External analysis for Fair Student Funding	\$ (50,000.00)	\$ -	\$ (50,000.00)
	\$ (390,000.00)	\$ (58,000.00)	\$ (448,000.00)

#### Goal: School Safety & Welcoming Climate

Emergency Management Coordinator	\$ -	\$ -	\$ - grant funded
Facility Area Managers (2)	\$ (150,000.00)	\$ (30,000.00)	\$ (180,000.00)
	\$ (150,000.00)	\$ (30,000.00)	\$ (180,000.00)

#### Goal: Increase Community Engagement

Bilingual Family Liaisons (5)	\$ (240,000.00)	\$ (48,000.00)	\$ (288,000.00)
Expand translation services	\$ (50,000.00)	\$ -	\$ (50,000.00)
Community Outreach Strategist	\$ (80,000.00)	\$ (16,000.00)	\$ (96,000.00)
	\$ (370,000.00)	\$ (64,000.00)	\$ (434,000.00)
	\$ (3,017,028.00)	\$ (318,500.00)	\$ (3,011,528.00)

### Alignment of Strategic Goals with Cost of Additional Resources Needed

Starting Available Balance	\$	3,620,117.00
<b>Less: Initial Adjustments</b>		
Student Accident Insurance Adjustment	\$	(1,000.00)
Lease Adjustment	\$	(4,560.00)
Water Bills	\$	(250,000.00)
Retirement Savings	\$	216,971.00
	\$	(38,589.00)
Increase to Transportation (per 5/16/19 minutes)	\$	(570,000.00)
	\$	<b>(608,589.00)</b>
	\$	<b>3,011,528.00</b>

**Goal: Improve Academics and Student Achievement**

Director of Secondary Education	\$	(120,000.00)	\$	(24,000.00)	\$	(144,000.00)
Principal Mentors (3)	\$	(10,800.00)	\$		\$	(10,800.00)
Director of Research & Accountability	\$	(120,000.00)	\$	(24,000.00)	\$	(144,000.00)
Database and Systems Administrator	\$	(85,000.00)	\$		\$	(102,000.00)
Assistant Director of Special Ed	\$	(102,500.00)	\$	(20,500.00)	\$	(123,000.00)
Academic Coaches (3)	\$	(270,000.00)	\$	(54,000.00)	\$	(324,000.00)
School Climate Specialist	\$	(80,000.00)	\$	(16,000.00)	\$	(96,000.00)
Restore School Based Resources	\$	(1,263,728.00)	\$		\$	(1,263,728.00)
PT Early Learning Coordinator	\$	(55,000.00)	\$	(11,000.00)	\$	(66,000.00)
	\$	(2,107,028.00)	\$	(166,500.00)	\$	(1,949,528.00)
						grant funded

**Goal: Improve Operational Efficiency**

Assistant Director of HR	\$	(90,000.00)	\$	(18,000.00)	\$	(108,000.00)
Human Relations Assistant	\$	(70,000.00)	\$	(14,000.00)	\$	(84,000.00)
Facilitation of 5 Year Strategic Plan	\$	(50,000.00)	\$		\$	(50,000.00)
Deputy CFO	\$	(130,000.00)	\$	(26,000.00)	\$	(156,000.00)
External analysis for Fair Student Funding	\$	(320,000.00)	\$	(50,000.00)	\$	(50,000.00)
	\$	(320,000.00)	\$	(58,000.00)	\$	(448,000.00)

**Goal: School Safety & Welcoming Climate**

Emergency Management Coordinator	\$	-	\$	-	\$
Facility Area Managers (2)	\$	(150,000.00)	\$	(30,000.00)	\$ (180,000.00)
	\$	(150,000.00)	\$	(30,000.00)	\$ (180,000.00)
	\$	(150,000.00)	\$	(30,000.00)	\$ (180,000.00)

**Goal: Increase Community Engagement**

Bilingual Family Liaisons (5)	\$	(240,000.00)	\$	(48,000.00)	\$	(288,000.00)
Expand transition services	\$	(50,000.00)	\$	-	\$	(50,000.00)
Community Outreach Strategist	\$	(80,000.00)	\$	(16,000.00)	\$	(96,000.00)
	\$	<u>(370,000.00)</u>	\$	<u>(64,000.00)</u>	\$	<u>(434,000.00)</u>
	\$	(3,017,028.00)	\$	(318,500.00)	\$	(3,011,528.00)

**Balance Sheet Summary**  
As of 8/8/19

	May 2019	August 2019	Change
<b>Revenue:</b>			
Chapter 70	\$ 158,632,652.00	\$ 163,023,947.00	\$ 4,391,295.00
City Cash	\$ 15,736,053.00	\$ 15,736,053.00	\$ -
Expected City Increa	\$ 2,060,163.00	\$ 623,145.00	\$ (1,437,018.00)
	<u>\$ 176,428,868.00</u>	<u>\$ 179,383,145.00</u>	<u>\$ 2,954,277.00</u>
Estimated Grant Rev	\$ 8,479,160.00	\$ 8,995,000.00	\$ 515,840.00
Estimated Offsets/Re	\$ 4,000,000.00	\$ 4,150,000.00	\$ 150,000.00
	<u>\$ 12,479,160.00</u>	<u>\$ 13,145,000.00</u>	<u>\$ 665,840.00</u>
Total Revenue Estim	<u>\$ 188,908,028.00</u>	<u>\$ 192,528,145.00</u>	<u>\$ 3,620,117.00</u>
<b>Expenses:</b>			
Total Budgeted Expe	<u>\$ 188,908,028.00</u>	<u>\$ 192,528,145.00</u>	<u>\$ 3,620,117.00</u>
<b>Surplus/Deficit:</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Director of Secondary Education  
Office of Teaching and Learning**

**QUALIFICATIONS:**

1. Master's Degree from an accredited college or university
2. Licensure valid for service as a 5-8 and/or 9-12 teacher in the Commonwealth of Massachusetts
3. Licensure valid for service as a Supervisor/Director in the Commonwealth of Massachusetts, preferred
4. Minimum of eight (8) years of teaching and administrative experience
5. Minimum of three (3) years of teaching experience in secondary education
6. Working knowledge of Aspen, Filemaker Pro, Microsoft Office
7. An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS
8. Working knowledge of various local and state assessment instruments
9. Excellent organizational, interpersonal skills, and communication skills
10. Demonstrated computer proficiency and ability to integrate technology into instruction

**PERFORMANCE RESPONSIBILITIES:**

Under the direction and supervision of the Chief Academic and Chief Schools Officers, directs the District's instructional programs at the secondary level 5-12, facilitates the ongoing development and alignment of the district's secondary programs, supervise high school department chairs and secondary coordinators of humanities and mathematics and facilitates the content of grades 5-12 and multiple assessments. This position will play a critical role in supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

**Specific Responsibilities:**

1. Serves as leader in matters relating to secondary curriculum development, implementation and evaluation
2. Facilitates, implements, and assists with the development of a standards-based curriculum in all content areas grades 5-12
3. Coordinates and implements the staff development professional development for grades 5-12
4. Coordinates the secondary instructional program in a manner consistent with the District's goals and objectives
5. Reviews, researches, prepares and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs.
6. Facilitates the development of the content of grades 5-12 multiple assessments to align with the District's approved curriculum and academic content standards as directed by the Chief Academic and Chief Schools Officers.
7. Analyzes reports and interprets student performance data and makes recommendations for instructional improvement to the Chief Academic and Chief Schools Officers
8. Develops, submits, and monitors budgets for the operation of assigned programs and services
9. Coordinate the process of textbook evaluation, selection, and adoption at the secondary level
10. Coordinates the program of ongoing evaluation of curriculum and instruction at the secondary level

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LOWELL, MASSACHUSETTS  
Director of Secondary Education  
Office of Teaching and Learning**

11. Works with secondary principals in the continuing evaluation of programs to improve student achievement
12. Supervises, directs, coordinates and/or assists with specially funded programs as assigned by the Chief Academic and Chief Schools Officers
13. Meets regularly with the Chief Academic and Chief Schools Officers to discuss important issues that might directly affect the district
14. Effectively handles parental complaints with regard to secondary curriculum, instruction and assessments.
15. Visits secondary schools regularly to ensure effective communication
16. Supervises and evaluates assigned certified and classified personnel including high school department chairs and secondary curriculum coordinators
17. Meets regularly with the LHS Head of Schools to coordinate and collaborate efforts.
18. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools to appropriate district office/school personnel
19. Maintains and cultivates the external and internal image of the district, its divisions and its schools
20. Monitors vertical teaming at secondary level grades 5-12
21. Represents the District in community affairs and activities
22. Coordinates School Committee agenda items relating to the Director's areas of responsibilities submitting items in a timely and appropriate manner to the Chief Academic and Chief Schools Officers for final review
23. Attends middle school and high school building leadership team meetings on an as needed basis
24. Attends School Committee meetings on an as needed basis
25. Attends all principals' meetings
26. Establishes and maintains effective working relationships within a diverse population
27. Duties as assigned by the Chief Academic and Chief Schools Officers.

**REPORTS TO:** Chief Academic Officer/Chief Schools Officer

**SALARY RANGE:** \$110,000 to \$120,000

**WORK YEAR:** Non-Affiliated 12 Month position 227 Days

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**Director of Research and Accountability  
Office of Teaching & Learning**

**QUALIFICATIONS:**

1. Master's Degree with specialization related to assessment, evaluation and research or related fields
2. Five or more years of successful administrative experience leading, supervising and managing; preference given to leading and managing comprehensive assessment and evaluation systems
3. Five years of administrative experience or an equivalent combination of education and experience.

**PERFORMANCE RESPONSIBILITIES:**

The Director of Research & Accountability (DRA) will be responsible for the development and execution of a performance management system for schools and the district including development and dissemination of all achievement related data related to the mission of Lowell Public Schools. This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. The DRA will oversee and direct all research, evaluation, analytics and testing activities including all summative and formative assessment. The DRA will also coordinate and guide the district's use of district performance data to enhance student achievement and inform instructional planning and decision making.

The Director of Research & Accountability is tasked with overall responsibility to ensure the correct incentive and support/development structures are in place to support accelerated learning outcomes with all students. This includes proper access and on-time reporting of state required data and information, and key analytic work for the district.

**Specific Responsibilities:**

1. Provide leadership for the development of a district wide performance management system including: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluating, and budgeting
2. Be the responsible business owner for all district data and ensure proper stewardship and governance is in place
3. Provide key data analysis for the Superintendent and central office
4. Work with principals to provide key support and development to schools in the form of data/information and training
5. Direct and oversee all state testing operations
6. Insure security of all state testing programs
7. Direct and oversee all formative testing operations
8. Prepare district and school level report analyses for all state tests and assessment data
9. Oversee research with both internal and external partners
10. Provide leadership and oversight in school placement and central registrars
11. Serve as key liaison to DESE for all achievement data
12. Ability to establish and maintain effective working relations with a diverse population
13. Perform other duties assigned by the Chief Schools Officer



LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Director of Research and Accountability  
Office of Teaching & Learning**

**MAJOR ACCOUNTABILITIES:**

Lead and provide strategic direction on the following key activities:

**A. Performance Reporting**

- District level achievement reports for all schools
- Access to formative and summative assessment data

**B. Assessment**

- Data analysis
- Test administration – state and formative
- State reporting of achievement data

**C. Research and Evaluation**

- Complete internal and support external research requests for data
- Complete program evaluation for key instructional district initiatives

**D. Data Management**

- Develop and manage a data governance process across central office

**REPORTS TO:** Chief Schools Officer

**SALARY RANGE:** up to \$120,000

**WORK YEAR:** Non-Affiliated 12 Month position 227 Days

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Academic Coach  
Office of Teaching & Learning**

**QUALIFICATIONS:**

1. Master's Degree from an accredited college or university
2. Licensure valid for service as a K-8 or 9-12 teacher in the Commonwealth of Massachusetts
3. Licensure valid for service as a **supervisor/director** in the Commonwealth of Massachusetts, preferred
4. A minimum of **five years** of successful teaching experience in the classroom at the middle level
5. An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS
6. Working knowledge of various local and state assessment instruments
7. Excellent organizational, interpersonal skills, and communication skills
8. Demonstrated computer proficiency and ability to integrate technology into instruction

**PERFORMANCE RESPONSIBILITIES:**

Lowell Public Schools is looking for a dynamic individual who is passionate about changing the lives of young people and improving the academic. The Academic Coach will provide support and assistance to principals, teachers and staff in the areas of curriculum development, instructional strategies, and with the school improvement process. This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

**Specific Responsibilities:**

1. Assist building administrators in the development, implementation, supervision, and evaluation of instruction for all educational programs at the school in accordance with the school/district's policies and procedures
2. Provide staff with professional development opportunities that help raise the level of instructional performance and student achievement
3. Work with staff to address the needs of students in at-risk situations and assist in the goal of all students meeting the state performance standards
4. Support the school's assessments to assure appropriate accountability and assist the school in the interpretation of test results
5. Assist campus personnel with developing and implementing appropriate interventions
6. Assist campus personnel with defining and ensuring quality first teaching
7. Assist classroom and school-based curriculum support personnel in organizing classrooms for effective learning
8. Assist/Model best practices in integrating curriculum across content areas
9. Facilitate alignment of district curriculum, instruction, professional development, technology and assessment practices with Common Core Standards
10. Mentor/Assist teachers to insure continuation of programs and instruction
11. Assist in the allocation of school resources and supplementary materials to support classroom instruction, the school improvement plan, and student achievement
12. Organize systems of data collection to allow for the comparison, analysis and evaluation of information within assigned building

LOWELL PUBLIC SCHOOLS  
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**Academic Coach**  
**Office of Teaching & Learning**

13. Provide technical support to the district, building principal and building leadership in on-going professional development with a focus on school improvement
14. Provides training and support for diagnostic and evaluative assessment.
15. Plans and facilitates curriculum in-service meetings
16. Coordinate/collaborate with district support personnel and work cooperatively with teachers, school level personnel including coaches, and administrators toward meeting/exceeding objectives of the school and district
17. Support "best practice" in the classroom by conducting classroom observations, modeling, coaching and conferring with staff about their instructional practice
18. Assist in the development and implementation of school improvement plans and initiatives
19. Participate in district training as required
20. Work in collaboration with the District academic office
21. Ability to establish and maintain effective working relations with a diverse population
22. Perform other instructional/curriculum responsibilities or program requirements as assigned by the Chief Schools Officer

**REPORTS TO:** Chief Schools Officer

**SALARY RANGE:** \$80,000 to \$90,000

**WORK YEAR:** Non-Affiliated 12 Month position 227 Days

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**School Climate Specialist  
Office of Teaching & Learning**

**QUALIFICATIONS:**

1. Bachelor's degree in the areas of Education or Human Development;
2. Two to five years direct service with youth, teaching or related experience
3. Expertise in the areas of Restorative Justice, school discipline, and/or an urban setting preferred

**PERFORMANCE RESPONSIBILITIES:**

Lowell Public Schools is looking for a dynamic individual who is passionate about changing the lives of young people and improving the academic. The School Climate Specialist will be on the front lines, launching LPS programming and supporting school partnerships and building proactive relationships with students, teachers, administrative staff, and other community organizations. This position is a program developer, a facilitator of student groups and relationships, coordinator of program logistics and administration, and consultant to school staff and Administration around discipline, behavior and climate systems.

This position primarily works with students, teachers, and Administration to create and manage a school's climate programming and provide consulting around the school's culture and climate systems. This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

The job of School Climate Specialist will work directly with students to solve conflicts, discipline, and behavior situations with a student centered, restorative approach modeling these processes for school based staff; collaborate with teachers and Administrators to support schools in creating positive climates for students, teachers, and staff; provide coaching and professional development to school staff around the integration of positive behavior practices; and serve as a thought partner for school Administration around creating effective and student-centered behavior and discipline systems.

This position requires passion and creativity with strong planning, organization, and facilitation skills. The School Climate Specialist must be firmly rooted in restorative values, passionate about working in a diverse, urban setting, and see themselves as an educator, counselor, community organizer, and entrepreneur to mobilize and inspire others around the common goal of improved student outcomes.

Additionally, the School Climate Specialist must have a strong desire to work both directly with students as well as school staff. This position may work with multiple sites/schools and reports directly to the Chief Schools Officer. was established for the purpose of supervising key operational services for the Lowell Public Schools and will assist the Chief Financial Officer in all tasks including both daily mechanics and strategic projects.

**Specific Responsibilities:**

1. Assist in creating and facilitating restorative interventions/processes for students
2. Through coaching and modeling, support school based staff in building their capacity to implement restorative interventions/positive student interactions

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**School Climate Specialist**  
**Office of Teaching & Learning**

3. Work with Chief Schools Officer to organize and support school staff and administration in coordinating strategic school climate, and behavior initiatives and projects
4. Work with Chief Schools Officer to provide technical assistance to schools around building systems and structures related to student discipline and Restorative Justice
5. Assist schools in the creation/development/implementation of behavior data tracking systems and data analysis
6. Assist in the development and documentation of climate best practices
7. Assist Chief Schools Officer in providing support to schools around discipline, behavior, and climate
8. Support the development and implementation of professional development for adult stakeholders
9. Build relationships and collaborate with other youth development organizations and programs
10. Complete all organizational documentation and reporting requirements for services, activities, evaluation, and program expenses
11. Support the development of safe youth-centered spaces for all students and staff at partner schools
12. Facilitate student leadership, academic, and/or other student programming
13. Ability to establish and maintain effective working relations with a diverse population

**REPORTS TO:** Chief Schools Officer

**SALARY RANGE:** \$70,000 to \$80,000

**WORK YEAR:** Non-Affiliated 12 Month position 227 Days

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Early Learning Coordinator (part-time)  
Office of Teaching and Learning**

**QUALIFICATIONS:**

1. Master's Degree from an accredited college or university
2. Licensure valid for service as a PreK-3 teacher in the Commonwealth of Massachusetts
3. Licensure valid for service as an Asst. Principal/Principal in the Commonwealth of Massachusetts, preferred
4. A minimum of five years of successful teaching experience in the classroom at the early elementary school level
5. Working knowledge of Aspen, Filemaker Pro, Microsoft Office
6. An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks
7. Working knowledge of various local and state assessment instruments
8. Excellent organizational, interpersonal skills, and communication skills
9. Demonstrated computer proficiency and ability to integrate technology into instruction

**PERFORMANCE RESPONSIBILITIES:**

The Early Learning Coordinator, under the supervision of the Director of Early Childhood, will be responsible for providing support and guidance of the Cardinal O'Connell Early Learning Center. This position will play a critical role in supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

**Specific Responsibilities:**

1. Oversee and support teachers in the program in developing and implementing of core and enrichment early childhood curriculum
2. Support and/or create schools and tier I and II schedules and maintain appropriate staffing levels per school, district & state policies
3. Support the Director of Early Childhood with teacher observations, training, and coaching
4. Advance physical and intellectual competence by adapting program activities to meet the individual needs of students
5. Communicate appropriately and professionally with both parents and staff
6. Provide positive guidance by supporting social and emotional learning and development
7. Establish a positive and productive relationships with families
8. Participate in recommended training programs, conferences and other aspects of professional development
9. Oversee and manage program compliance
10. Oversee and support classroom functions and operations
11. Establish and maintain effective working relationships within a diverse population
12. Other tasks and projects as assigned

**REPORTS TO:** Director of Early Childhood/Chief Academic Officer

**SALARY RANGE:** \$45,000 – \$55,000

**WORK YEAR:** Non-Affiliated 12 Month position up to 18 hours per week

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**Human Relations Assistant  
Office of Finance & Operations**

**QUALIFICATIONS:**

1. Bachelor's Degree preferred, but significant work experience in HR also considered.
2. Highly motivated and requiring little supervision to achieve quality work.
3. Experience in K-12 education.
4. Expertise in human resources best practices and legal/compliance requirements.
5. Superior customer service skills.
6. Highly organized and detail-oriented; ability to manage multiple projects and assignments.
7. Working knowledge of various local and state human resource mandates.
8. Excellent organizational, interpersonal skills, and communication skills.
9. An understanding of current educational best practices in an urban setting.

**PERFORMANCE RESPONSIBILITIES:**

The position of Human Relations Assistant was established to enhance employee relations throughout the school organization. The position will be primarily dedicated to delivering services to employees and also serve as a liaison for all HR functions to the schools. The position will work closely with teachers, school and district leadership, community partners, and the finance department.

**Specific Responsibilities:**

1. Process day-to-day HR actions (benefits, onboarding, employee relations, compliance, etc.)
2. Assist with staffing logistics; optimize systems and processes.
3. Provide guidance to principals on employee matters and HR functions.
4. Works with a variety of stakeholders to assist with all human resource functions including but not limited to: Recruitment, Hiring, Benefits, Employee Relations, Labor Relations, Compliance, Records Management, and Data Reporting.
5. Acts as a liaison to schools and departments by offering consultation and support on best practices, regulations, policies, and processes.
6. Assist with recruiting, interviewing and hiring of new employees which reflect the richness of Lowell's diversity.
7. Manage Family Medical Leave Act requirements.
8. Assist with employee licensure and verification of employment.
9. Review, Reconcile, and Process Step, Grade, Credit, and Pay upgrades.
10. Process HR functions related to retirements, resignations, and off-payroll actions.
11. Process and review workplace injury reports.
12. Perform other human resource responsibilities or program requirements as assigned by the Chief Operating Officer and Superintendent of Schools.

**REPORTS TO:** Chief Operating Officer

**SALARY RANGE:** \$60,000 to \$70,000

**TERMS OF EMPLOYMENT:** Non-Affiliated, 12-month position, 227 Days

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Deputy Chief Financial Officer  
Office of Finance & Operations**

**QUALIFICATIONS:**

1. BS or BA degree in finance, business administration, public management or related field
2. Excellent oral and written communication skills
3. Understanding and knowledge of fund accounting and budgeting
4. Minimum of 2 years management experience in a large public school's business office or municipality with a preference for 5 years or more
5. 2 years' human resources experience preferred
6. Certified as a school business administrator and certified public purchasing officer preferred
7. Intermediate to advanced level PC skills in Microsoft Word, Excel and PowerPoint, Munis
8. Demonstrated ability to work well with others
9. Strong interpersonal skills
10. Ability to establish and maintain effective working relationships within a diverse population

**PERFORMANCE RESPONSIBILITIES:**

The job of Deputy Chief Financial Officer was established for the purpose of supervising key operational services for the Lowell Public Schools and will assist the Chief Financial Officer in all tasks including both daily mechanics and strategic projects. This position will play a critical role in supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

**Specific Responsibilities:**

1. Spearhead project management of district priorities including develop and implement systems for attendance tracking, position control reconciliations, retirement processing, etc.
2. Oversee project to ensure that all staff databases are maintained and accurate for budgeting purposes.
3. Provide weekly reconciliations between payroll, HR and budget for all human capital costs.
4. Oversee the financial aspects of food service, transportation, purchasing, payroll and HR.
5. Work with the human resources department to ensure fiscal awareness of all staff changes.
6. Work with the Chief Financial Officer/Assistant Superintendent of Finance on development and monitoring of the Annual Budget.
7. Will aid with the End of Year Financial Report.
8. Assist in the development of the annual audit.



LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Deputy Chief Financial Officer  
Office of Finance and Operations**

9. Work closely with all departments in the analysis and development of data systems related to payroll, accounting and budgeting work flow.
10. Develop and monitor short and long-term maintenance and capital improvement plans.
11. Prepare all purchasing specifications in-order for items to be publicly bid or RFP.
12. Work with the internal auditor to develop auditing routines on all general and special revenue accounts.
13. Oversee the maintenance of necessary records, including contracts, financial accounts, budgets, audits, purchasing and federal state and local reports.
14. Review a weekly report on employees that retire, resign or on leaves of absence and ensure that the payroll records are updated and that payroll, budget and HR all reconcile.
15. Compare the payroll budget to actual payroll on a weekly basis.
16. Account for all long-term substitute positions and reconcile to the unfilled positions reports or to the staff leaves report.
17. Oversee the implementation of a position control system for all staff members and roster verification by principals and school leaders to ensure reconciliations of staff.
18. Report all wages to MTRS on a monthly basis and other state and federal reporting requirements and ensure timely reporting.
19. Responsible for co-facilitating bi-monthly departmental staff meetings.
20. Ensure that all purchasing procedures conform to MGL Chapter 30b and City of Lowell purchasing procedures.
21. Examine purchase requisitions for approval.
22. Implement the use of facility rental policy for LPS and make recommendations for changes.
23. Oversee the accounting for all student activity funds.
24. Work closely with the special education department on tracking all out-of-district tuition charges.
25. Prepare reports when requested for the school committee.
26. Performs any and all other duties as assigned by the Assistant Superintendent of Finance/SBA.

**REPORTS TO:** Chief Financial Officer (Assistant Superintendent of Finance/SBA)  
**SALARY RANGE:** \$95,000 to \$130,000  
**WORKYEAR:** Non-affiliated 12 Month position 227 Days

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**Facilities Area Manager  
Office of Finance & Operations**

**QUALIFICATIONS:**

The Facilities Area Manager position is an administrative position with broad district-wide responsibilities. The individual has direct responsibility for overseeing all aspects of facilities management for up to half of the facilities within Lowell Public Schools. The position incorporates all responsibilities required to maintain the buildings, facilities, and equipment of the district. The leader selected for this position should possess a Bachelor's Degree or the equivalent. Additionally, the individual shall have received training or have on-the-job experience in all areas of general building maintenance and operations, as well as union labor relations and short and long range planning. The individual selected has also have experience in evaluations and rating systems and should be able to work collaboratively with school leaders and senior administrators to work to improve the safety and appearances of the facilities within one's assigned area of operation.

**PERFORMANCE RESPONSIBILITIES:**

The job of Facilities Area Manager was established for the purpose of supervising key operational services for the Lowell Public Schools and will assist the Director of Operations and Facilities in all tasks including both daily mechanics and strategic projects.

**Specific Responsibilities:**

1. Plan, develop, and implement maintenance plans for the District's buildings and facilities to not just maintain, but improve their safety and appearance.
2. Develop and implement preventative maintenance and custodial services plans for the District.
3. Receive and record reports of issues with facilities and develop action plans to address and document these issues and concerns.
4. Perform or cause to be performed periodic inspections of the district facilities and grounds to assure that safe and healthful conditions are maintained at all times.
5. Recommend the hiring and promotion of building service employees of the District.
6. Directly supervise or oversee the supervision of all maintenance and building services employees including, but not limited to: evaluations, assignments, retention, and training.
7. Participate in the processing of employee complaints and grievances.
8. Develop bargaining proposals, job descriptions, and policies.
9. Oversee all aspects of contracting for goods and services related to the facilities within one's area.

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Facilities Area Manager  
Office of Finance & Operations**

10. Rate buildings for their safety and other attributes.
11. Design and implement facility projects as dictated by the Superintendent and/or Chief Operations Officer.
12. Manage the rental and use of facilities to outside parties;
13. Conduct spot inspections and site visits to some facilities on a daily basis;
14. Attend plan meetings for construction projects as needed;
15. Represent the Operations Department at meetings and events as needed;
16. Inspire subordinates to achieve, fulfill their potential, and to continue to learn and achieve while working in a learning environment;
17. Responsible for performing general custodial duties on occasion; and
18. Other responsibilities as assigned by Director of Operations and Facilities and Chief Operating Officer.

**REPORTS TO:** Director of Operations and Facilities

**SALARY RANGE:** \$65,000 to \$75,000

**BUILDING ASSIGNMENT:** District Wide- Up to 15 facilities

**WORKYEAR:** 12 Month position, 227 Days, Unaffiliated

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Bilingual Family Liaison**  
**Office of Educational Equity and Community Empowerment**

**QUALIFICATIONS:**

1. Must have a High School Diploma or equivalent; Bachelor's Degree preferred
2. Ability to work positively with other parents and district personnel
3. Ability to take initiative in coordinating and organizing activities and events
4. Ability to accurately collect, organize and maintain data and information for reports
5. Bilingual capability preferred
6. Must have dissemination skills for printing newsletters and other publications
7. Must have good organizational skills
8. Must be willing to work flexible hours and attend some evening or weekend meetings as needed
9. Experience with technology and Office Word/Excel/Publisher preferred
10. Must have a valid driver's license

**PERFORMANCE RESPONSIBILITIES:**

The Bilingual Family Liaison is responsible for working with families to improve their understanding of the school system, maximize their involvement in school activities and minimize any linguistic barriers the keep families from full participating in the educational process. The liaison will work to establish effective communication between home and school and improve community outreach and training opportunities for parents and families in support of the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This position focuses on working with families for whom English is a second language.

**Specific Responsibilities:**

1. Assist in the support and implementation of the District/School based goals of family engagement
2. Assist in the planning and implementation of meetings and activities for parents of Lowell Public Schools students
3. Assume responsibility for maintaining records related to but not limited to school/family contact lists, TAT, welcome services and orientations, newcomer family supports, interpretation for families as needed, identification and matching of interpreters/translators for languages other than English
4. Assist in the development and dissemination of bilingual parent information to increase parent knowledge of programs and activities offered in Lowell Public Schools
5. Plan, attend and lead regularly scheduled family liaison trainings, meetings and events.
6. Assist in the coordination and integration of parent involvement strategies with other city programs and agencies
7. Make parent contacts when needed through letters, newsletters, phone conversations, emails and home visits

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Bilingual Family Liaison**  
**Office of Educational Equity and Community Empowerment**

8. Work with parents and teachers to plan programs that increase parental participation in school activities and school site council activities
9. Gather information - such as through conducting a survey - to identify topics important to families and their children in order to better plan workshops/activities
10. Help plan and organize parent volunteers for school and central office activities that are developed to promote family involvement in the policy, program and budget decision-making process

**REPORTS TO:** Chief Equity and Engagement Officer

**SALARY RANGE:** \$38,000-\$48,000

**WORKYEAR:** Non-Affiliated 12 Month position 227 Days

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Community Outreach Strategist  
Office of Educational Equity and Community Empowerment**

**QUALIFICATIONS:**

1. Bachelor's Degree in Journalism, Communications, Media, Education, Public Relations or other related field
2. Minimum of five (5) years successful experience in communications, digital social media, public relations, journalism, public information management, and community relations (preferably in public schools). Evidence of published communication and public relations materials to a broad range of audiences. including the use of metrics
3. Excellent writing, editing and verbal communication skills, especially in communicating policies and practices to varied and diverse audiences
4. Ability to establish and maintain effective working relations with a diverse population
5. Advanced skills in communication using traditional print and social media
6. Experience producing publications, such as flyers, newsletters, reports, etc.
7. Proven ability to both facilitate and participate in conversations with a variety of different audiences (students, teachers, business professionals, parent, school leaders, etc.)
8. Ability to work flexible hours, evenings and weekends when necessary
9. Ability to prioritize competing demands and work under deadline pressure and in a professional environment
10. Bilingual capability preferred

**PERFORMANCE RESPONSIBILITIES:**

The Community Outreach Strategist is responsible for supporting the internal and external relationship building and communications for Lowell Public Schools, to ensure that LPS families, students, staff, stakeholders and community partners are informed about district and school events, activities, priorities, successes and challenges. The Community Outreach Strategist is responsible for building and promoting relationships with key audiences - staff, students, parents, and the community - which lead to meaningful engagement of families and community stakeholders in the educational decision-making process. The Community Outreach Strategist will facilitate tasks associated with media relations, community programs and digital promotion. This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

**Specific Responsibilities:**

1. Implement short and long-range communications plans and strategies for improving the community's understanding and ability to engage in the educational decision-making process of Lowell Public Schools and LPS' efforts to increase success for all students and close racial and economic opportunity gaps
2. Support and build the capacity of Lowell Public Schools to inform the community of activities, accomplishments and challenges in their school communities through various social media outlets such as Facebook and Twitter, etc.

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Community Outreach Strategist**  
**Office of Educational Equity and Community Empowerment**

3. Collaborate with the district webmaster to coordinate content of the district and school websites (pictures, prints, video, etc.) to make information engaging, relevant and accessible to all families and stakeholders
4. Produce high quality publications (online content, letters, columns, videos, fact sheets, fliers, etc.) communicating the district's goals, priorities and commitments to various stakeholders including families, students, staff, and community members
5. Plan and execute events to build and strengthen familiarity with school and district programs which may take place outdoors and during evenings and weekends
6. Support the development and/or strengthening of school site councils and family involvement in district and school policy, budget and program decision-making
7. Assist with developing and implementing communications, such as social media strategies and seasonal e-newsletters, in addition to tabling at district, school and community events
8. Act as a resource to all schools and central office regarding communication with media, families and school communities, including crisis communications during emergency situations
9. Develop digital promotion plan for social media platforms and website
10. Support filming, editing, and production of videos and other multimedia-oriented content
11. Perform other related duties as assigned

**REPORTS TO:** Chief Equity and Engagement Officer

**SALARY RANGE:** \$70,000 - \$80,000

**WORKYEAR:** Non-Affiliated 12 Month position 227 Days

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**Assistant Director of Human Resources  
Office of Finance & Operations**

**QUALIFICATIONS:**

1. Bachelor's Degree, from an accredited college or university, but Master's degree preferred.
2. Certification valid for service or eligible to apply as a supervisor/director in the Commonwealth of Massachusetts.
3. Demonstrated computer proficiency and ability to complete required reporting.
4. Working knowledge of various local and state human resource mandates.
5. Excellent organizational, interpersonal skills, and communication skills.
6. An understanding of current educational best practices in an urban setting.

**PERFORMANCE RESPONSIBILITIES:**

The job of Assistant Director of Human Resources was established for the purpose of supervising key HR services for the Lowell Public Schools and will assist the Chief Operating Officer in all HR tasks including both daily mechanics and strategic projects.

**Specific Responsibilities:**

1. Recruit, interview, and hire new employees.
2. Assist with employee licensure and verification of employment.
3. Conduct employee investigations and conflict resolution as directed by the Chief Operating Officer.
4. Improve employee effectiveness by leading effort to have evaluations for all employees so that good performance can be reinforced and performance issues can be promptly addressed.
5. Reevaluate and report on the accuracy of all job descriptions so that they are aligned with budgetary decisions and policy.
6. Place effective teachers and leaders in every classroom to strengthen climate, conditions and school culture and to maintain labor management relations.
7. Review and process subpoenas and other requests for personnel records;
8. Manage sick leave accrual reports.
9. Process retirement requests.
10. Assist with workplace injury claims.
11. Process fingerprint applications and review CORI reports.
12. Review leaves of absences, vacation requests, and sick leave usage.
13. Conduct, process and record exit and transfer surveys.
14. Perform other human resource responsibilities or program requirements as assigned by the Chief Operating Officer and Superintendent of Schools.

**REPORTS TO:** Chief Operating Officer  
**EFFECTIVE DATE:** as soon as possible after posting closes  
**SALARY:** \$75,000 to \$90,000  
**WORKYEAR:** 12 Month position 227 Days  
**TERMS OF EMPLOYMENT:** Non-Affiliated, 12-month position